



# ***Human Resources Newsletter***

***November-December 2006***

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### **Director's Notes**

We have arrived in the last month of the year. In retrospect, this has been a most exciting year, never a dull day. Lots of things have happened in our programs, issues which have required our and your full attention and engagement.

Two of the major muscle movements that we have dealt with and will continue to work, are the IMCOM portion of the implementation of the Army's Personnel Services Delivery Redesign concept (PSDR) and the potential implementation of the National Security Personnel System (NSPS) for about 2,400 of our US civilians.

Both initiatives present huge challenges for everyone, and your leaders are looking to you for your best advice and active involvement. I know that these two initiatives have caused quite a bit of uncertainty and angst. I will tell you, though, that working the projects jointly, as a team, with open minds and a proactive, positive attitude there is no doubt in my mind that we will see great successes in these two areas.

Mark your calendars. It is the intent of IMCOM to hold a multi-functional training conference in 2007. This year the conference will include the following functional areas: Human Resources, Plans, and Special Staff to include Safety, EO, EEO, PAO, IR, Chaplain, and Legal. RM may also be included with this group. This training conference will occur in April 2007 at a location yet to be determined. Training will be accomplished through separate tracks for each functional area as well as broad scope plenary sessions. The target audience of approximately 750 attendees will include Garrison functional directors and Region functional chiefs. This multi-functional conference will be an outstanding opportunity for training, information exchange, and planning the way ahead in our functional areas. IMCOM HRD is presently putting together a draft agenda for the HR portion of the conference. We will provide additional information as it becomes available.



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### **Army Continuing Education Systems (ACES)**

#### **1. Conference in Garmisch**

The ESO/SSCOR Conference was approved on 4 December 2006 and will be held from 4-9 February 2007 at

the Edelweiss Hotel in Garmisch, Germany. The purpose of the conference is to provide training on issues

impacting the Tri-Services Postsecondary Education Contracts to site specific contracting officer's representatives (Army, Navy, Air Force). This will be preceded by a meeting of IMCOM-EUROPE Region Army Education Services Officers for the purpose of developing operational strategies for transformation,

assessing the impact of ACES reduced staffing in FY06-07 and technological enhancements, discussing pragmatic issues, current career program issues and downrange support. The guest speaker will be Mr. Michael Burnam.

#### **2. Status of Equipment Fielding**

We have been approved by 5<sup>th</sup> Signal and G-6 to install and operate the Virtual Counseling System (VCS).

We should have the system up and running by the end of December. Most of the equipment has been pre-positioned at Army education centers and we are now waiting for a few router IP addresses, which are



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### **Army Continuing Education Systems (ACES) continued**

needed before we can actually connect and turn on the equipment. Once the IP addresses have been issued

the technicians will return to each education center to make the final connections/hook-ups. After the IP addresses for Heidelberg have been issued, a series of diagnostic checks and tests will be conducted between

the Heidelberg Army Education Center and the system's brains, which will be stored in the Kaiserslautern APC,

which is operated by the 5<sup>th</sup> Signal. The final wording of a Service Support Agreement (SSA) is being drafted.

### **3. The 2007 Council of College and Military Educators (CCME) Annual Symposium**

The 2007 CCME annual symposium will be held in Monterey, CA from 22-26 January 2007. This year attendance will also be combined with GoArmyEd training which will take place 21-22 January 2007.

#### **Training**

will focus on the automated recoupment process, course withdrawal, management of holds, customer service

relationships (CRM), case management and the exception process. ACTEDS funds will be used to pay the

associated TDY expenses and registration fees for the six allocations for Europe.



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### **Army Continuing Education System (ACES) continued**

#### **4. ACES VTC**

We will shortly schedule an ACES VTC for direct reporting garrison DHRs and ESOs.

Agenda items to date are

- ACES FY07 budget
- Counselor Aide Sessions
- Non-LOI schools
- NSPS - relative to training on developing performance plans and relating to the organization's mission
- Downrange ACES (operations, issues and opportunities)



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### **Administrative Services**

#### **1. Branch Chief Notes**

Unfortunately, a key member of our staff has transferred to a new position.

*Congratulations* to Ms. Elfriede Zettle, on her selection and promotion to the position of Chief, Administrative Services Branch! Elfriede did such a great job managing our FOIA/PA Program and other projects that she was selected for more responsibility!

#### **2. Administrative Services Webpage**

Check out our webpage for information, such as correspondence management, publications and forms, various templates, and much more ([http://www.ima-e.army.mil/sites/divisions/hr\\_adminserv.asp](http://www.ima-e.army.mil/sites/divisions/hr_adminserv.asp)). POC: Mr. Jones, DSN 370-9027.

#### **3. Administrative Services Conference**

We are planning an Administrative Services Conference for ASB Chiefs and selected staff for the Aug/Sep 2007 timeframe. Please send proposed agenda topics to: [adminsvs@ima-e.army.mil](mailto:adminsvs@ima-e.army.mil). POC: Ms. L. Martin-Gross, DSN 370-9027.

#### **4. Postage Funds Due**

Official mail managers must prepare and submit a SF 1034, through the garrison official mail manager (GOMM) to us before 15 Dec 06 to ensure postage funds are available for the 2nd quarter of the fiscal year 2007. GOMMs are required to maintain the postage fund account balance at all times. POC: Mr. Alfred, DSN 370-3920.



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### **Administrative Services (continued)**

#### **5. Tasker to Identify Community Mailrooms and Box Numbers**

Tasker reminder: A complete and accurate listing of all community mailrooms and their box numbers must be sent to us before 20 Dec 06. POC: Mr. Jones, DSN 370-9027.

#### **6. Meter Malfunction Instructions**

What do you do when your postage meter malfunctions? Instructions are available at: <http://www.ima-e.army.mil/sites/divisions/doc/POSTAGE%20METER%20MALFUNCTION%20PROCEDURES.pdf>. POC: Mr. Alfred, DSN 370-3920

#### **7. Mailroom Facility Requirements**

What are the security requirements for postal facilities and specifically for windows? Refer to DOD4525.6-M, paragraph C10.5.1 through C10.5.1.9 for security requirements and to paragraph C15.10.4 for structural requirements. C15.10.4.2 states, "Windows easily accessible from the outside shall have bars. Cover other windows with heavy wire mesh." Additionally, consult with the force protection for more requirements in 190-series regulations. Lastly, official mail rooms must be equipped with an alarm system.  
Mr. Jones, DSN 370-9027.



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### **Army Substance Abuse Program**

#### **1. DAIG of the Army Substance Abuse Program**

IMCOM ADCO and the Wiesbaden ASAP will participate in the DAIG inspection of the Army Substance Abuse Program. The primary focus is on the pre-deployment/deployed/redeployed urinalysis programs, rehabilitation of Soldiers with alcohol or other drug problems and the focus of education/prevention programs delivered by ASAP personnel. The inspection will also examine the overall functioning of the ASAP.

#### **2. Civilian Urinalysis Testing Designated Position (TDP)**

Civilian Urinalysis TDP testing is now at the 100% testing level (based on the number of TDPs in the testing pool). This testing level takes effect immediately.

#### **3. Prime For Life Certification Workshop**

We will be holding a certification workshop to train new Prime For Life facilitators, from 20-23 March 2007.

This prevention program focuses on helping Soldiers make positive choices regarding high risk behaviors such

as drinking and driving. The region will pay for two facilitators from the Prevention Research Institute (one week @ approximately \$6000.00). The USAGs will pay the tuition costs and travel.



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### **Army Substance Abuse Program (continued)**

#### **4. Dates have been set for the next round of pre-JCAHO surveys:**

January 09-11

USAG Hessen

January 18-20

USAG Benelux

January 31-February 02

USAG Grafenwoehr

February 06-08

USAG Ansbach

February 13-15

USAG Schweinfurt

February 20-22

USAG Bamberg

February 27-29

USAG Vicenza

USAG Heidelberg

USAG Stuttgart



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### **Civilian Personnel**

#### **1. NSPS**

We are making strides in preparing ourselves and the workforce for conversion, and the preparations we are doing now will make conversion a lot easier and smoother. The Town Hall schedule is published and we had our first VTC with the garrison TMs. We now have NSPS T3s trained at each USAG, and NSPS 101 and My Biz statistics are coming up.

From the region level we have bi-weekly VTCs with HQ IMCOM, and members in working groups that concentrate on the various dimensions of NSPS (Compensation, Pay Pool, Performance, Staffing, etc), providing input as it pertains to us here in Europe.



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### **a. DHR Taskers re NSPS:**

S: 29 Dec 06, 7-0058 My Biz

My Biz (Tasker 7-0058) is a NSPS requirement for all employees to activate their My Biz account by 29 December 06. My Biz allows employees direct access to their personnel data and under NSPS, all performance

appraisal processing will flow through the employee My Biz account. All USAG DHRs and the USAG NSPS transition managers were sent a status report on 06 December by name and organization.

S: 31 Dec 06, 7-0076 NSPS 101/CHRTAS, resent on 24 NOV.

NSPS 101 is only documented via CHRTAS. Do not fax or scan 101 certifications to the CPOC. They will not input the data.

NSPS 101 (Tasker 7-0076) is an online course for all converting employees and their supervisors. It is a required prerequisite to the formal classroom training. The tasker has 2 parts: **1.** Requires all employees to complete NSPS 101 by 31 December 06 **2.** Upon completion, register the course in CHRTAS. CHRTAS is the only official method for documenting NSPS training. USAG NSPS TMs were provided a copy of the tasker and were sent a status report on 06 December of the CHRTAS numbers.



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### **Civilian Personnel (continued)**

#### **b. Bi-Weekly VTC**

IMCOM-Europe hosts a bi-weekly VTC with all the USAG TM/DTMs. Let them know if you have any NSPS ideas and concerns that we could bring to the table.

#### **c. Town Halls**

The Town Hall schedules are published. The checklist, opening remarks and sign-in rosters were sent to the USAG TMs.

#### **d. Self Service Hierarchy**

Great job to the managers and supervisors on your prompt attention to the spreadsheets for the self service hierarchy.

### **2. New IMCOM-Europe Tour Extension Template**

The new IMCOM-Europe Tour Extension Template is posted on our website at:

[http://www.ima-e.army.mil/sites/divisions/hr\\_civper\\_extensions.asp](http://www.ima-e.army.mil/sites/divisions/hr_civper_extensions.asp)

Please take the time to inform your responsible CPAC accordingly.



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### **Military Personnel**

#### **1. PSDR Implementation**

##### **a. USAREUR FRAGO for PSDR implementation**

USAREUR FRAGO for PSDR implementation was released on 28 November 2005.

##### **b. MOU**

The MOU for Operational Control of the Personnel Service Support Mission has been signed.

##### **c. Revised Effective Date for Transfer of Functions**

Revised effective date for transfer of functions is 15 December 2006.

##### **d. Additional Civilian Employees**

We have identified 38 more requirements for civilian employees primarily to replace the military

personnel as they attrite. We have obtained \$1.4M from IMCOM to support hiring the additional

employees. The request for approval to initiate the hiring process has been submitted.



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### **Military Personnel (continued)**

#### **2. Award Statistics**

AR 600-8-22 Para 1-49 requires all Commands to report the number of awards by grade and type to HRC by the 31st of January for the previous calendar year. IMCOM-Europe has established 16 January 2007 as the suspense date for turning in the DA Form 4612-R to the MPB at IMCOM-Europe.

#### **3. Award Timeliness**

IMCOM policy is to ensure all awards submitted late have a memo addressed to the Soldier, which is a change from the memo being addressed to the command. The policy is to provide the memo to the Soldier at departure time or forward with the approved award. Awards being submitted on time have improved, but can still get better.



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# ***Visit the IMCOM-EURO DHRs...***

**USAG Bamberg** <http://www.bamberg.army.mil/sites/directories/DHR.asp>

**USAG Baumholder**

<http://www.baumholder.army.mil/sites/directories/default.asp>

**USAG Benelux**

<http://www.usagbenelux.eur.army.mil/sites/directories/human.asp>

**USAG Brussels**

<http://www.usagbrussels.eur.army.mil/sites/directories/human.asp>

**USAG Darmstadt** <http://www.darmstadt.army.mil/sites/directories/human.asp>

**USAG Garmisch** <http://www.stuttgart.army.mil/sites/directories/adjutant.asp>

**USAG Grafenwoehr**

<http://www.grafenwoehr.army.mil/sites/directories/human.asp>

**USAG Hohenfels** <http://www.grafenwoehr.army.mil/sites/directories/human.asp>

**USAG Kaiserslautern**

[http://www.kaiserslautern.army.mil/sites/directories/dhr\\_default.asp](http://www.kaiserslautern.army.mil/sites/directories/dhr_default.asp)

**USAG Stuttgart** <http://www.stuttgart.army.mil/sites/directories/adjutant.asp>

**USAG Wiesbaden**

<http://www.wiesbaden.army.mil/sites/directories/human.asp>